

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES (DAAS)
DIRECTOR: MARY R. SAWICKI
BUDGET UNIT: AGING PROGRAMS (AAF-OOA)

I. GENERAL PROGRAM STATEMENT

The Aging Programs are funded predominantly by several federal and state sources, and in 2002-03 are budgeted in the newly established general fund budget unit AAF-OOA reported in organization codes (SBB, SBG, SYA, and SYW) as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit AAF-OOA-SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit AAF-OOA-SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors. (*Budget Unit AAF-OOA-SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit AAF-OOA-SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit AAF-OOA-SBG*)
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit AAF-OOA-SYW*)
- USDA – Supplements the cost of the nutrition program (*Budget Unit AAF-OOA-SBG*)

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	-	-	-	8,874,173
Total Revenue	-	-	-	7,900,036
Local Cost	-	-	-	974,137
Budgeted Staffing		-		111.9
<u>Workload Indicators</u>				
Senior Employment Enrollees	-	-	-	197
Meals Served	-	-	-	1,182,749
Sr. Home & Health Care Clients	-	-	-	345
Community Based Svcs Clients	-	-	-	1,300
Information & Assistance Contacts	-	-	-	41,958

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Transferred 96.8 as well as 3.0 mid-year budgeted positions for a total of 99.8 positions from the Special Revenue funds into the General Fund. In addition, staffing increased by a net 12.1 budgeted positions in 2002-03 (from 99.8 to 111.9). Changes consist of the following:

Added 7.0 budgeted positions for Title III/VII programs by transferring the following positions from the HSS Administrative budget to the Aging budget: 2.0 HSS Program Specialists, 1.0 Supervising Fiscal Clerk I, 1.0 Staff Analyst II, 1.0 Staff Analyst I, 1.0 Secretary I and 1.0 Supervising HSS Program Specialist. These positions in the past provided administrative support to the Adult Services programs. As time evolved, these positions have provided support more and more to the Aging Programs. In 2002-03, these positions will be appropriately accounted for in the Aging Programs budget.

AGING AND ADULT SERVICES

Added 7.1 budgeted positions for the Title III/VII and Community Base Services programs that were incorrectly omitted from 2001-02 budget and/or not captured properly from EMACs to Budget Prep. These positions include: 1.0 Accountant I and 4.0 Ombudsman positions not recorded in Budget Prep, and 2.1 Social Services Aides incorrectly omitted.

Added 1.0 budgeted Nutritionist position to the Title III Nutrition program for 2002-03. The duties of this position were provided by a contracted vendor in 2001-02. Department of Aging and Adult Services (DAAS) anticipates a minimum cost savings of \$51,670 per year by providing services directly through this budgeted position.

Deleted 6.0 positions from the Title III/VII, Title III-E, and Community Base Service Program as follows: 2.0 Regional Supervisor and 1.0 Account Technician positions not filled, 1.0 Social Service Practitioner and 2.0 Staff Analyst I positions due to reduced funding.

The vacancy factor has been reduced by 3.0 (from 52.5 in 2001-02 to 49.5 in 2002-03) to accurately reflect the staffing vacancies.

The following changes are the results of reclassification studies that affect the 2002-03 budget.

Reclassified 3.0 Staff Analyst I positions to 3.0 Account Technician positions for the Title III/VII, Title XIX, and Community Base Service Program due to reclassification study which determined the Accounting Technician positions were in fact working within the correct classification.

Reclassified 1.0 Staff Analyst I position to a Staff Analyst II position due to classification study upgrading the position.

PROGRAM CHANGES

For 2002-03, the Board of Supervisors approved the establishment of specialized general fund AAF-OOA for the Aging programs. On June 30, 2002, the combined fund balances in special revenue funds SBB, SBG, SYA and SYW totaled \$160,518, and will be transferred into the new AAF OOA general fund budget unit.

The movement of the Aging programs from special revenue funds to the general fund was needed to eliminate the consistent cash flow problems the department experiences. Due to long delays in state reimbursement, service providers often wait for payment from the department. Additionally, when the state budget is not approved on schedule, funds may not be available to the department for several months. Past experience has shown that when there are delays in approval of the state budget, DAAS typically does not receive funding for the new fiscal year until September. The delay in funding causes late payments to the contracted service providers. DAAS has policies and procedures in place to ensure the department's expenditures stay within the allocated funds provided.

In 2002-03 it is estimated that one-time local cost of \$974,137 is required by the Title III/VII Aging Programs. Realignment of staff, stagnation of funding streams, and the need to fund nutrition contracts at current levels has contributed to the need for one-time local funding to supplement traditional funding. DAAS will examine its staffing levels carefully in the coming year and make the necessary adjustments in order to stay within existing funding allocations. Local cost will be shifted from the HSS Administrative Claim budget (AAA DPA) and will be funded by Realignment Sales Tax Revenue.

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General Summary

FUNCTION: Public Assistance
ACTIVITY: Administration

AAF OOA SBB, AAF OOA SBG, AAF OOA SYA, AAF OOA SYW

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	-	-	-	3,787,658	3,787,658
Services and Supplies	-	-	-	5,399,509	5,399,509
Central Computer	-	-	-	44,797	44,797
Transfers	-	-	-	519,843	519,843
Total Exp Authority	-	-	-	9,751,807	9,751,807
Less:					
Reimbursements	-	-	-	(877,634)	(877,634)
Total Appropriation	-	-	-	8,874,173	8,874,173
<u>Revenue</u>					
Use of Money & Prop	-	-	-	25,000	25,000
State, Fed or Gov't Aid	-	-	-	7,845,036	7,845,036
Other Revenue	-	-	-	30,000	30,000
Total Revenue	-	-	-	7,900,036	7,900,036
Local Cost	-	-	-	974,137	974,137
Budgeted Staffing	-	-	-	111.9	111.9

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SBB

FUNCTION: Public Assistance
ACTIVITY: Administration

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	-	-	-	927,668	927,668
Services and Supplies	-	-	-	47,475	47,475
Total Appropriation	-	-	-	975,143	975,143
<u>Revenue</u>					
State, Fed or Gov't Aid	-	-	-	956,696	956,696
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	956,696	956,696
Local Cost	-	-	-	18,447	18,447
Budgeted Staffing	-	-	-	53.9	53.9

AGING AND ADULT SERVICES

Board Approved Changes to Base Budget

Salaries and Benefits	927,867	Fund change from SBB-OOA-OOA to AAF-OOA-SBB.
	23,842	50 cents increase in minimum wage.
	10,691	MOU and retirement increases.
	6,889	Increase in benefits for Senior Employment Enrollee hired as regular county employee.
	(41,621)	Over estimation of 2001-02 salaries and benefits.
	<u>927,668</u>	
Services and Supplies	64,584	Fund change from SBB-OOA-OOA to AAF-OOA-SBB.
	(17,109)	Over estimation of 2001-02 services and supplies.
	<u>47,475</u>	
Transfers	78,274	Fund change from SBB-OOA-OOA to AAF-OOA-SBB.
	(78,274)	Transfers will occur in Org. SBG.
	<u>-</u>	
Reimbursements	(94,835)	Fund change from SBB-OOA-OOA to AAF-OOA-SBB.
	94,835	Transfers will occur in Org. SBG.
	<u>-</u>	
Total Appropriations	<u>975,143</u>	
Revenue		
State and Federal Aid	995,713	Fund change from SBB-OOA-OOA to AAF-OOA-SBB.
Other Revenue	(39,017)	Over estimation of 2001-02 revenue.
	<u>956,696</u>	
Total Revenue	<u>956,696</u>	
Local Cost	<u>18,447</u>	

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SBG

FUNCTION: Public Assistance
ACTIVITY: Administration

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	-	-	-	1,951,891	1,951,891
Services and Supplies	-	-	-	4,450,446	4,450,446
Central Computer	-	-	-	44,797	44,797
Transfers	-	-	-	310,176	310,176
Total Exp Authority	-	-	-	6,757,310	6,757,310
Less:	-	-	-	-	-
Reimbursements	-	-	-	(794,020)	(794,020)
Total Appropriation	-	-	-	5,963,290	5,963,290
<u>Revenue</u>					
Use of Money & Prop	-	-	-	25,000	25,000
State, Fed or Gov't Aid	-	-	-	4,852,792	4,852,792
Other Revenue	-	-	-	30,000	30,000
Total Revenue	-	-	-	4,907,792	4,907,792
Local Cost	-	-	-	1,055,498	1,055,498
Budgeted Staffing	-	-	-	43.0	43.0

AGING AND ADULT SERVICES

Board Approved Changes to Base Budget

Salaries and Benefits	1,351,121	Fund change from SBG-OOA-OOA to AAF-OOA-SBG.
	414,454	Transfer in of 7.0 Aging personnel from AAA-DPA.
	103,874	New positions for Aging - 1.0 Accountant I and 1.0 Nutritionist.
	106,909	New positions for Aging - 7.0 part-time Ombudsman contractors.
	(139,795)	Positions eliminated - 2.0 Regional Supervisors and 1.0 Staff Analyst.
	4,973	1.0 Staff Analyst I position upgraded to Staff Analyst II.
	83,573	MOU and retirement increases.
	26,782	Increase in benefits for Ombudsman Contractors previously PSE's.
	<u>1,951,891</u>	
Services and Supplies	5,096,683	Fund change from SBG-OOA-OOA to AAF-OOA-SBG.
	(88,000)	Reduction in services and supplies due to funding estimate from JESD not received.
	(325,670)	Reduction in services and supplies due to decrease in Title III-E funding.
	(75,959)	Reduction in ISF and COWCAP charges mainly due to roll over credit.
	(23,929)	Elimination of temporary help charges needed for state audit.
	(254,050)	Reduction in purchases of services and supplies for the Adult Service Programs.
	(26,629)	Reduction in services and supplies due to spending trends and tighter budgetary controls.
	148,000	Additional funding for the Senior Nutrition Program.
	<u>4,450,446</u>	
Central Computer	19,562	Fund change from SBG-OOA-OOA to AAF-OOA-SBG.
	25,235	Increase in ISD cost estimates for 2002-03.
	<u>44,797</u>	
Transfers	438,604	Fund change from SBG-OOA-OOA to AAF-OOA-SBG.
	(20,000)	Reduction in County Counsel charges.
	(103,152)	Reduction in HSS transferred cost to Aging Programs.
	(44,639)	Eliminate transfers within the OOA department due to consolidation to the AAF fund.
	39,363	Increase in rent charges.
	<u>310,176</u>	
Reimbursements	(1,373,952)	Fund change from SBG-OOA-OOA to AAF-OOA-SBG.
	247,344	Eliminate transfers within the OOA department due to consolidation to the AAF fund.
	148,000	Eliminate HSS support for Senior Nutrition Program.
	32,150	Reduction in purchases of services and supplies for the Adult Service Programs.
	40,750	Decrease in estimated support from CDBG for Senior Nutrition Program.
	36,688	Reduction in the Title III-E match due to reduction in fund.
	75,000	Eliminate JESD funding for the transportation program not budgeted for 02-03.
	<u>(794,020)</u>	
Total Appropriations	<u>5,963,290</u>	
Revenue		
Use of Money & Prop	<u>25,000</u>	Fund change from SBG-OOA -OOA to AAF-OOA-SBG.
State and Federal Aid	5,325,852	Fund change from SBG-OOA-OOA to AAF-OOA-SBG.
	(325,670)	Reduction in services and supplies due to decrease in Title III-E funding.
	(51,833)	Reduction in state funding for the Title III Program.
	(95,557)	Reduction in federal funding for the Title III Program.
	<u>4,852,792</u>	
Other Revenue	31,000	Fund change from SBG-OOA-OOA to AAF-OOA-SBG.
	(1,000)	Eliminate one-time only Board of Supervisors support to Senior Nutrition programs.
	<u>30,000</u>	
Total Revenue	<u>4,907,792</u>	
Local Cost	<u>1,055,498</u>	

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SYA

FUNCTION: Public Assistance
ACTIVITY: Administration

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits			-	788,397	788,397
Services and Supplies			-	357,561	357,561
Transfers	-	-	-	209,667	209,667
Total Exp Authority	-	-	-	1,355,625	1,355,625
Less:			-		-
Reimbursements	-	-	-	(83,614)	(83,614)
Total Appropriation	-	-	-	1,272,011	1,272,011
Revenue					
State, Fed or Gov't Aid	-	-	-	1,289,351	1,289,351
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	1,289,351	1,289,351
Local Cost	-	-	-	(17,340)	(17,340)
Budgeted Staffing			-	13.0	13.0

Board Approved Changes to Base Budget		
Salaries and Benefits	622,917	Fund change from SYA-OOA-OOA to AAF-OOA-SYA.
	29,828	1.0 Clerk II position full year funding.
	58,907	1.0 Social Service Practitioner full year funding.
	37,375	MOU increases.
	21,653	Retirement increases.
	30,973	7.0 positions for equity alignment.
	(13,256)	Budgeted upgrade from an Accounting Technician to Staff Analyst I that did not occur.
	<u>788,397</u>	
Services and Supplies	466,552	Fund change from SYA-OOA-OOA to AAF-OOA-SYA.
	(83,614)	Cowcap charges will be charged through SBG.
	(25,377)	Reduced misc. supplies.
	<u>357,561</u>	
Central Computer	7,178	Fund change from SYA-OOA-OOA to AAF-OOA-SYA.
	(7,178)	Charges incurring in SBG org.
	<u>-</u>	
Transfers	360,943	Fund change from SYA-OOA-OOA to AAF-OOA-SYA.
	(58,907)	Social Service Practitioner salary moved to salary & benefits.
	(92,369)	Transfer amounts adjusted based on current years transfers.
	<u>209,667</u>	
Reimbursements	(151,298)	Fund change from SYA-OOA-OOA to AAF-OOA-SYA.
	67,684	Reimbursement amounts adjusted based on current years transfers.
	(83,614)	
	<u>-</u>	
Total Appropriations	<u>1,272,011</u>	
Revenues		
State and Federal Aid	1,290,351	Fund change from SYA-OOA-OOA to AAF-OOA-SYA.
	(1,000)	Federal revenue reduced allocation.
	<u>1,289,351</u>	
Total Revenues	<u>1,289,351</u>	
Local Cost	<u>(17,340)</u>	

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General AAF OOA SYW

FUNCTION: Public Assistance
ACTIVITY: Administration

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	-	-	-	119,702	119,702
Services and Supplies	-	-	-	544,027	544,027
Total Appropriation	-	-	-	663,729	663,729
Revenue					
State, Fed or Gov't Aid	-	-	-	746,197	746,197
Other Revenue	-	-	-	-	-
Total Revenue	-	-	-	746,197	746,197
Local Cost			-	(82,468)	(82,468)
Budgeted Staffing			-	2.0	2.0

Board Approved Changes to Base Budget

Salaries and Benefits	159,870	Fund change from SYW-OOA-OOA to AAF-OOA-SYW.
	(51,883)	1.0 Social Service Practitioner position decrease.
	9,592	MOU and retirement increases.
	2,123	1.0 Social Service Practitioner upgraded from range 53 to 54.
	<u>119,702</u>	
Services and Supplies	575,174	Fund change from SYW-OOA-OOA to AAF-OOA-SYW.
	(31,147)	Decreased due to reduction in revenue.
	<u>544,027</u>	
Transfers	122,119	Fund change from SYW-OOA-OOA to AAF-OOA-SYW.
	(122,119)	Transfers will occur in SBG org.
	<u>-</u>	
Total Appropriations	<u>663,729</u>	
Revenues		
State and Federal Aid	880,021	Fund change from SYW-OOA-OOA to AAF-OOA-SYW.
	(133,824)	Decrease in revenue from state and federal allocation.
	<u>746,197</u>	
Total Revenues	<u>746,197</u>	
Local Cost	<u>(82,468)</u>	